



## HOW TO APPLY TO AN ACADEMIC PROGRAM

### PREPARE YOUR DOCUMENTS

- Ensure that your Dayrah profile is assigned to the **Cultural Office -Los Angeles** and upload copies of the following documents to [www.mohe.edu.kw/dayrah](http://www.mohe.edu.kw/dayrah):
  - Passport and Civil ID card
  - Official high school transcripts (year 9-12)
  - IGCSE and AS certificates (if applicable)
  - Equivalency Certificate issued by the General Administration for Private Education Department at Ministry of Education (if graduated from private school)
  - IELTS/TOEFL score
  - SAT/ACT scores (if applicable)
  - Immunization records
  - Authorization to Release and Represent Form
- **Please ensure that your e-mail address and phone number are updated on Dayrah, and that you check your email regularly**

### APPLY

- Research universities that you would like to attend and that are approved for your decreed scholarship major. You may find approved universities in the 'Approved Schools & Restrictions' section at [www.kuwaitculturela.org](http://www.kuwaitculturela.org)
- Keep your options open, plan to apply to at least 3 universities and be mindful of **due dates and deadlines** to apply and submit required documents.
- Fill out and submit application forms and remember to include each school's supplementary application, if applicable.
- Please ensure to disclose your complete academic history, including language and/or academic programs that you attended after high school.
- You will receive an email confirmation once you submit your application(s). Keep your application confirmation and provide a copy to your placement advisor in order to request a prospective financial support letter.

### REQUEST PROSPECTIVE FINANCIAL SUPPORT LETTER

- Each student is assigned to a placement advisor based on the first letter of their first name. For applicants whose first name begins with:

A-E & OZ	Contact Jessica Cantrell <a href="mailto:jcantrell@kuwaitculturela.org">jcantrell@kuwaitculturela.org</a>
F-N	Contact Lupe Molina <a href="mailto:gmolina@kuwaitculturela.org">gmolina@kuwaitculturela.org</a>

- Create a "financial support letter" request in Dayrah's Request System and upload the required documents listed below. **Documents must be uploaded as PDF file.**
- **Required documents and information:**
  1. Full name in English (as it appears on your passport)
  2. Civil ID number
  3. Your Dayrah profile must be assigned to the Cultural Office - Los Angeles
  4. Application confirmation email from the language program, must indicate:
    - Your full name
    - Major
    - Name of university and campus
- Please allow 7-10 business days for your placement advisor to send your prospective financial support letter to the university.

### SUBMIT YOUR OFFICIAL DOCUMENTS

- Universities will require original and official transcripts and test scores. Please arrange for your official transcripts and test scores to be sent directly to the university. Please be advised that universities will not accept any transcripts or test scores sent by students.
- **TOEFL:** [www.ets.org/toefl/](http://www.ets.org/toefl/)
- **IELTS:** [www.ielts.org](http://www.ielts.org)
- **ACT:** <http://act.org/>
- **SAT:** <http://www.collegeboard.org>
- **IGCSE:** <http://www.britishcouncil.com.kw/en/exam/school/results/getting>



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### AUTHENTICATION

- When you receive all acceptance notifications, select one school you would like to attend. Submit pre-enrollment deposit (if applicable) and all the documents required by the university in order to accept their offer, including “intent to enroll” and “I-20 request” forms.
- Create an “approval letter” request in Dayrah’s Request System and upload the required documents and information listed below. **Documents must be uploaded as PDF files.**
- **Required documents and information:**
  1. Full name in English (as it appears on your passport)
  2. Civil ID number
  3. Your Dayrah profile must be assigned to the Cultural Office - Los Angeles
  4. Page #1 of your I-20
  5. Official admission letter, must indicate:
    - Your full name
    - Major
    - Name of university and campus
- Once your authentication is completed, within 7-10 business days, your placement advisor will upload your authenticated documents to your Dayrah profile.
- After your placement advisor has uploaded your authenticated documents and you have uploaded all documents required by the Ministry to your Dayrah account, you may contact the ministry about your Pre-Travel Allowance. **Our office does not issue any Pre-Travel Allowance.**

### VISA PROCEDURES & PRE-ARRIVAL

- Ensure that your name on your admission letter and I-20 match the spelling with your passport. If they are misspelled, contact your school as soon as possible.

- You will have to pay the SEVIS I-901 fee (\$200.00 USD) before you have your interview with the U.S. Embassy in Kuwait to secure your visa. This may be paid online using a credit card. The website is [www.FMJfee.com](http://www.FMJfee.com)
- Appointment with the U.S. Embassy in Kuwait:
  - Once you have received your I-20 and paid the SEVIS fee online, your next step is to make an appointment with the U.S. Embassy in Kuwait.
  - Each embassy has different requirements, please follow instructions available through the website of the U.S. Embassy in Kuwait at <https://kw.usembassy.gov/>
- You may arrive in the United States no more than 30 days prior to the program start date indicated on your I-20.

### REGISTER

- Registration with our office is required to receive your official financial support letters, allowance, and health insurance. It may take 7-10 business days to process, and we recommend arriving two weeks prior to your program start date to avoid any delays.
- Please be advised that it takes time for your allowances and other scholarship benefits to be released. **Please plan ahead and make sure you have funds to use while your allowances are in the process of being released.**
- Upon your arrival in the United States, provide your placement advisor with clear PDF copies of the following:
  1. Registration Checklist Form (Available in the ‘New Student Section’ at [www.kuwaitculturela.org](http://www.kuwaitculturela.org))
  2. Valid passport
  3. Valid F-1 Visa
  4. I-20 used to enter the U.S.
  5. I-94 (Available at [www.cbp.gov/I94](http://www.cbp.gov/I94) only after arriving in the U.S.)
  6. Direct Deposit form from your U.S bank account
- It is important to know that registering with our office is mandatory and is your responsibility. Any late fees that accrue due to registering late will be your responsibility.